

# COURSE OUTLINE

Course title: Trace Your Ancestors

Tutor: Gill Groom



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## Course aims

The course provides you with the basic skills and knowledge needed to start researching your own family history through historic archives and Internet resources. You may be a complete beginner or have some experience already.

## Topics to be covered

Each week the course explores a new topic to develop the skills and knowledge needed to trace your ancestors and find out more about their lives, including:

- Recording what you already know as a starting point.
- Identifying primary and secondary historical sources.
- Census records – what they are, how to search online, how to interpret them.
- Civil records (birth, marriage and death) – tracing certificates, including searching online indexes.
- Parish registers (baptism, marriage and burial) - using archives and online indexes.
- Wills – how to find if your ancestor left a Will, what Wills might tell us.
- Military records – what's available in archive and online sources.
- Surname origins – where do your family names come from?
- Using Family Tree software to organise your findings.

## Teaching/learning methods

New topics are introduced through demonstration and discussion and supported by handouts. Case studies using original documents. You will carry out individual and paired tasks based on the topics and apply this to your own research supported by the tutor.

## No previous experience required

You do not need previous knowledge or experience of the subject but basic computer skills would be an advantage.

## Books, materials and equipment

- A range of books, journals and resources will be available for reference at each session.
- Internet-based resources are used, where applicable.
- Handouts will be provided and will become a comprehensive guide to the subject by the end of the course.
- You will find a ring-binder (not provided) would be useful to store the handouts and other documents you will collect through your own research.